

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO.PAGE  
NO. 1

268

1. Requesting Agency

WASHINGTON COUNTY

2. Division or Bureau of Requesting Agency


Register of Wills

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works
1	<p><b>CASH RECEIPTS AND DISBURSEMENTS JOURNALS</b></p> <p>Size: 14" x 22" x 1" Quantity: 2 binders, 4 bundles Dates: 1934... File Arrangement: Chronological Audit: State</p> <p>Cash receipts and disbursements are recorded in the same post binder on opposite pages.</p> <p>Receipts are entered daily, giving name of the payer or of the estate, the receipt number and amount of payment, with a breakdown by Register's fees and costs, tax on commissions, inheritance taxes, sundry receipts, and amount deposited with totals carried forward.</p> <p>Disbursements show daily expenditures, with the name of the payee, check number, and amount paid, with a breakdown by salaries, office expenditures, sundry expenses, and remittances to the State Treasurer, with totals carried forward.</p> <p>These journals are the permanent books of account for the office.</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	
2	<p><b>GENERAL ACCOUNTING RECORDS</b></p> <p>Quantity: 4 cartons Dates: 1934... Audit: Municipal, county, State, or outside audit</p> <p>Accounting records generally found in county and municipal agencies, including local and State forms, are composed of all or some of the following:</p> <p style="text-align: right;">(continued)</p>	

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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2 (cont.)	<ol style="list-style-type: none"><li>1. Bank books, statements, and deposit slips</li><li>2. Cancelled checks, check copies, and check stubs</li><li>3. Reconciliation and trial balance sheets</li><li>4. Budget papers and work sheets</li><li>5. Requisitions and purchase orders</li><li>6. Delivery orders and receipts</li><li>7. Paid bills, vouchers and invoices, with supporting papers</li><li>8. Receipt books and receipt copies, including tax receipts</li><li>9. Monthly, quarterly, and annual financial reports to local and State agencies</li><li>10. Gasoline withdrawal tickets and mileage reports</li><li>11. Pay and Receiving Warrants and Transmittals</li><li>12. Payroll Exceptions</li><li>13. Leave Record Cards</li><li>14. Withholding tax forms and statements (local, State, Federal)</li><li>15. Tabulating cards used for intermediate accounting purposes are nonrecord within the meaning of the statute (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office, if the retention of such cards is not necessary to maintain an audit trail.</li></ol>	
RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.		
3	<p>GENERAL FILES</p> <p>Size: Various Quantity: 4 file drawers, 10 record center boxes Dates: 1930... File Arr.: Chronological or by subject</p> <p>The General Files are composed of correspondence and papers, reports, studies, surveys, and memoranda, relating to the internal and external activities and the administration of the office.</p> <p>Printed and mimeographed material, and <u>extra copies</u> of records of which one copy is retained according to the recommendation below, are considered nonrecord within the meaning of the statute governing non-record material (Ann. Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p> <p>Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	